

MILPERSMAN 1420-010

COMMUNICATION WITH OFFICER PROMOTION SELECTION BOARDS

Responsible Office	NAVPERSCOM (PERS-80)	Phone: DSN	882-3276
		COM	(901) 874-3276
		FAX	882-2751

1. **Policy.** Each officer eligible for consideration for promotion by a selection board may communicate in writing with the selection board.
2. **Contents of Communication.** The written communication may call the board's attention to any matter that the officer considers important. The officer's written communication may include, as enclosures, correspondence from any individual concerning the eligible officer. Correspondence not originated by the eligible officer, including endorsements to the officer's letter and letters written on behalf of that officer, must contain a written acknowledgment by the eligible officer that they desire such correspondence be presented to the board. Correspondence without such an acknowledgment is considered third-party correspondence and will be returned. Correspondence that contains classified information will not be accepted.
3. **Correspondence Due Date.** Correspondence must arrive not later than the convening date of the board.
4. **Addresses for Correspondence**
 - a. **Active-duty list officers and chief warrant officers on the active-status list** shall address correspondence to:

President, Active (appropriate FY, Grade, Line or Staff
Corps (as applicable)) Promotion Selection Board
Navy Personnel Command (PERS-80)
5720 Integrity Drive
Millington, TN 38053-8000.

b. **Naval Reserve and TAR officers not on the active-duty list** shall address correspondence to:

President, Reserve (appropriate FY, Grade, Line or Staff
Corps (as applicable)) Promotion Selection Board
Navy Personnel Command (PERS-80)
5720 Integrity Drive
Millington, TN 38055-8000.